

Participation in the Missouri FAFSA Completion Project is a two-step process.

**Step 1. Complete the downloadable FAFSA Data Access Agreement.**

School districts participating in the Missouri FAFSA Completion Project must agree to maintain compliance with the Federal Education Rights and Privacy Act, use the secured information only for its intended purpose, and limit access to authorized individuals. The FAFSA Data Access Agreement is a contract between a superintendent on behalf of the district and the commissioner of higher education on behalf of MDHE that outlines the project's terms and conditions.

To complete the agreement:

1. Read the agreement in its entirety. You may email questions about the project or the agreement to Kelli Reed at [kelli.reed@dhe.mo.gov](mailto:kelli.reed@dhe.mo.gov) or call her at (573) 751-2444.
2. Complete the blank spaces on page 1:
  - Complete the name of the school district in the header.
  - Complete the first paragraph, including the name of the school district and the district's full address. The name of the school district in the first paragraph should match the name completed in the header. Also, be sure to include the street number as well as the street name.
3. Complete the contact information on page 6:
  - Complete the name of the school district in the "For" blank space. The name of the school district should match the names provided on page 1.
  - Provide all of the requested information for the contact person who will be directly responsible for managing the data, including its destruction, as required by the agreement.
4. Complete the superintendent's information on page 8:
  - The agreement must be signed and dated by the superintendent. The signature of another administrator is not acceptable.
  - Provide the printed name of the superintendent.
  - Provide the name and full address of the school district. This information should match page 1.
5. Complete Attachment A:
  - Provide the printed name of the superintendent in the blank in the first paragraph.
  - Attachment A must be signed and dated by the superintendent. The signature of another administrator is not acceptable.
6. Complete Attachment B:
  - Provide the name, job title and building/school of each district employee authorized to access the confidential information available through this project. The building/school must be a high school that is included in the list of schools provided in the online registration form required to obtain a user ID and password (see Step 2 below). It cannot be a district, middle school or vocational-technical center.

7. Submit the completed agreement by mail, email or fax:

- Missouri Department of Higher Education  
Attn: Missouri FAFSA Completion Project  
P.O. Box 1469  
Jefferson City, MO 65102-1469
- [kelli.reed@dhe.mo.gov](mailto:kelli.reed@dhe.mo.gov)
- Fax to the attention of Kelli Reed at (573) 751-6635.

**Step 2. Register online for a user ID and password. *This step applies to all district employees listed in Attachment B.***

- Instructions for completing the registration process are available under the Report Access header on the High School FAFSA Report login page. There are two sets of registration instructions. The first is for individuals who currently do not have access to any of MDHE's electronic systems, such as the FAMOUS database or this report. The second is for individuals who already have a user ID and password that provides access to at least one MDHE electronic system, such as the FAMOUS database, but do not have access to this report.
- The online registration form requests the individual's name and job title. These should match exactly the name and job title indicated in Attachment B of the agreement.

Upon receipt of the completed agreement and the on-line registrations for a district's authorized users, MDHE will grant access to the secured information for the high school(s) in the district. **To expedite the approval process, MDHE encourages the individuals listed in Appendix B to complete the online registration process before the district submits the completed agreement to the department.**